

Opening Date:	May 7, 2009	Closing Date:	May 22, 2009
Job Title:	Drug Court Case Manager	Position Type:	Temporary Full Time
PIN:	840110	FLSA Status:	Exempt
Location:	District 1, Baltimore City Baltimore, Maryland	Flat Salary:	\$41,477 (No State Benefits)
Financial Disclosure:	Yes		

Essential functions: Reporting to the Drug Court Coordinator, the Case Manager serves as a “resource specialist” for community services, and is responsible for developing case plans, facilitating access to services and monitoring participant progress, completing weekly case notes, writing agreements, following judicial directives, writing weekly reports, evaluating new resources, establishing new contacts, developing partnerships, being innovative with traditional services, assessing program and participant needs, supporting client needs and managing a case load of fifty. Requires travel throughout the State of Maryland for training sessions, meetings and activities.

Education: Bachelor’s Degree from an accredited college or university.

Experience: Two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, court management.

or

Education: Associates Degree from an accredited college or university.

Experience: Four years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, court management.

Note: This position will not act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

Skills/Abilities: Knowledge of case management, knowledge of clinical and criminal justice services, levels of care, ancillary services, ability to develop partnerships, ability to communicate effectively, to facilitate meetings, gives presentations, and engage outside organizations to utilize services and to compose grants proposals. Ability to develop and foster a spirit of teamwork among participants, develop and supervise, community service and volunteer projects for participants and committees and to bring people from different agencies together to accomplish the goals of the program. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public. Ability to apply statutory requirements and to understand and comply with state and federal confidentiality laws concerning medical and substance abuse treatment. Excellent interpersonal and writing skills and ability to maintain good long-term working relationships within and outside the Judiciary. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. You may also include with your application, a cover letter and resume. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.